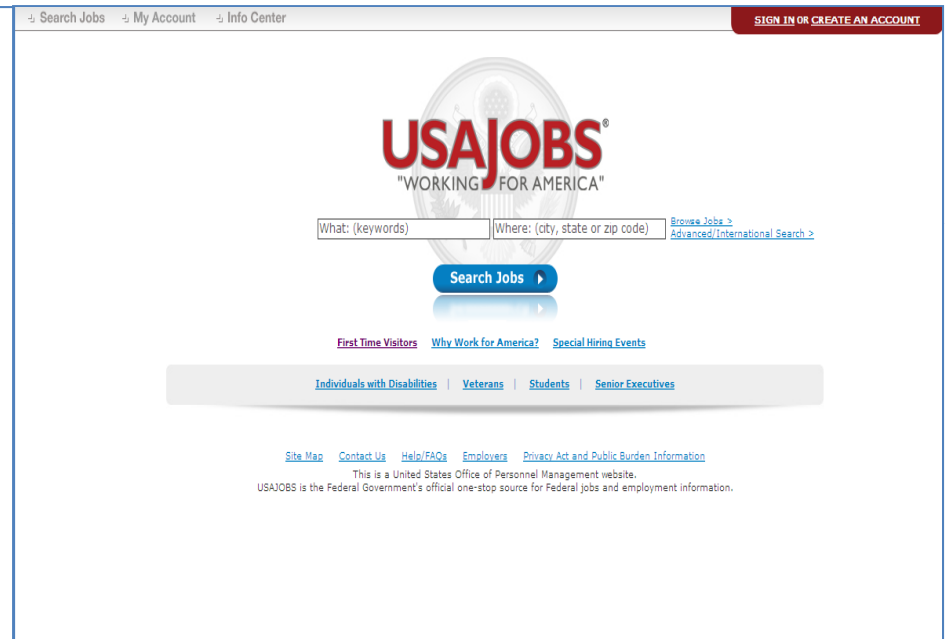


# Building the USAJOBS Account

- You must build a USAJOBS account in order to apply for positions
- USAJOBS web site <http://www.usajobs.gov/>
  - Access your account profile
  - Resumes
  - Saved Documents
  - Application Status
  - Job Searches

To begin, click on “Create an Account”



# Registration Form

**Form Sections:** [Personal Information](#) | [Account Information](#) | [Current Goal](#) | [Citizenship Status](#) | [Veterans' Preference](#)

**\* Required information**

**Personal Information**

* First Name	<input type="text" value="John"/>						
Middle Name	<input type="text" value="Jay"/>						
* Last Name	<input type="text" value="Doe"/>						
* Home Address	<input type="text" value="123 Main St"/>						
Home Address 2	<input type="text"/>						
* City/Town	<input type="text" value="Anytown"/>						
* State/Territory/Province	<input type="text" value="Alabama"/>						
* Postal/Zip Code	<input type="text" value="12345"/>						
* Country	<input type="text" value="US"/>						
* Telephone Numbers	<table><tr><td>Day Phone</td><td><input type="text" value="123-456-7899"/></td></tr><tr><td>- SELECT -</td><td><input type="text"/></td></tr><tr><td>- SELECT -</td><td><input type="text"/></td></tr></table>	Day Phone	<input type="text" value="123-456-7899"/>	- SELECT -	<input type="text"/>	- SELECT -	<input type="text"/>
Day Phone	<input type="text" value="123-456-7899"/>						
- SELECT -	<input type="text"/>						
- SELECT -	<input type="text"/>						
* Email	<input type="text" value="johndoe@gmail.com"/>						
What is your email format preference?	<input checked="" type="radio"/> HTML <input type="radio"/> Text						



**Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

**Account Information**

[Top](#)

* Username	<input type="text"/>	Use between <b>4</b> and <b>20</b> characters
* Password	<input type="text"/>	Your password must contain: <ul style="list-style-type: none"><li>- At least 8 characters (20 maximum)</li><li>- At least one upper case letter</li><li>- At least one lower case letter</li><li>- At least one number</li><li>- At least one symbol (! @ # \$ % ^ &amp; *)</li></ul>
* Re-enter Password	<input type="text"/>	



**To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you**

# Registration Form

\*


Email

johndoe@gmail.com

What is your email format preference?

☒ HTML

☐ Text



Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.

Account Information

[Top](#)

\*

Username

testaccount1

Use between **4** and **20** characters

\*

Password

.....


Your password must contain:

- At least 8 characters (20 maximum)
- At least one upper case letter
- At least one lower case letter
- At least one number
- At least one symbol (! @ # \$ % ^ & \*)

\*

Re-enter Password

.....



To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your "MY USAJOBS" account using our automated account resetting tool.

\*

Password Question 1

What is the name of the city/town where you were born?

\*

Your Answer

city

\*

Password Question 2

What was the name of your first school?

\*

Your Answer

school

\*

Password Question 3

What is your all-time favorite sports team?

\*

Your Answer

Current Goal

[Top](#)

My current goal is:

Character Count: 0 (500 characters max)

Citizenship Status

[Top](#)

\*

Are you a U.S. Citizen?

☐ Yes

☐ No

If you answered no to the above question, please provide your country of citizenship.

Country of citizenship:

# Registration Form

## Veterans' Preference

[Top](#)

Do you claim Veterans' Preference?

☒ No

☐ Veteran's Preference based on active duty in the U.S. Armed Forces

☐ 10-point preference for non-compensable disability or a purple heart

☐ 10-point preference based on a compensable service-connected disability of 10 percent but less than 30 percent

☐ 10-point preference based on spouse, widow, widower, or mother preference

☐ 10-point preference based on a compensable service-connected disability of 30 percent or more

## Terms and Conditions

This U. S. government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

**I agree. Create my account.** ►

# Logging into your Account

[Search Jobs](#) [My Account](#) [Info Center](#) [SIGN IN OR CREATE AN ACCOUNT](#)

## USAJOBS®

"WORKING FOR AMERICA"

### Sign in to my account

Username or Email:

Password:

[Forgot your Username and/or Password?](#)

This U. S. government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

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[I agree. Sign me in. ▶](#)

#### Remember:


- USAJOBS will never request personal information via unsolicited e-mail
- Remain alert for fraudulent e-mail that advertises positions managing financial transactions, or cashing checks
- Remain alert for Federal employment scams: Federal agencies and the Postal Service never charge for applications, sell study guides for examinations, or guarantee that you will be hired



Learn more about how to avoid online scams by visiting the [USAJOBS Security Center](#)


# USAJOBS Account


[Search Jobs](#) [My Account](#) [Info Center](#)



Welcome Rhonda! | [Sign out](#)






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[Browse Jobs >](#) [Advanced/International Search >](#)





**My Account**  
Rhonda Trecek  
Current Goal:  
Last login: 3/3/2010  
[Edit Profile](#) 



 [Resumes](#) 



 [Job Search Agents](#) 

 **Highlights from USAJOBS**

Looking for an internship, entry level job, or just want to explore the possibilities open in the government to the country's young people? Check out the brand new Students page at <http://www.usajobs.gov/studentjobs/>. From here you can find information on Government-wide hiring programs for students, entry level employment upon graduation, and additional opportunities including apprenticeships, cooperatives, fellowships, grants, internships, and scholarships.

 [Saved Jobs](#) 

 [Saved Documents](#) 

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This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Questions?